

JOB POSTING

HOLBROOK TOWN ACCOUNTANT

JOB DESCRIPTION AND DUTIES

The Town of Holbrook is seeking a qualified individual to join its management team in the role of Town Accountant. This position involves considerable interaction with department heads and staff, including the school department. Responsibilities include keeping accounts and financial records in accordance with applicable laws, reviewing all town expenditures, and establishing policies and procedures to ensure fiscal accountability for all departments, reconciliation of town financial records, assistance with budgeting and capital planning, preparation of various reports, and supervision of Assistant Town Accountant. Minimum qualifications include a bachelor's degree in accounting, finance, or related field; three years increasingly responsible related experience; knowledge of Massachusetts municipal government procedures, general laws, and procurement; and possession or ability to obtain a Mass. Gov. Accounting Certification. Experience with financial systems implementation strongly preferred. Salary range is \$60,000 to \$75,000. Send resumes and three references to Timothy Gordon, Town Administrator, 50 North Franklin St., Holbrook, MA 02343 or email to tgordon@holbrookmassachusetts.us by Wednesday, April 13, 2016. The Town of Holbrook is an affirmative action/equal opportunity employer.

Specific Responsibilities include:

- 1 Responsible for overseeing the weekly preparation and processing of the Town's payroll and expense warrants.
- 2 Reviews all contracts to ensure that all bills processed meet specifications and conform to the proper State procurement guidelines.
- 3 Prepares monthly expenditure reports and distributes to all departments, reconciles monthly reports with each department making the necessary journal entry adjustments.
- 4 Prepares and maintains complex reports and records, makes involved calculations and analyses; oversees payroll (using knowledge of personnel by-laws and employment provisions, union contracts, personal contracts, etc.).
- 5 Prepares and maintains excel spreadsheets for preparation of schedule A, free cash reporting, yearly audit, etc.
- 6 As occasion demands, trains and supervises.
- 7 Completes monthly and yearly cash reconciliation with Treasurer and other multi-fund financial records.
- 8 Completes Schedule A, Free Cash Calculation, Retained Earnings, Fixed Assets, Enterprise Funding and assists in the Tax Recap and Annual Audit.
- 9 Attends Finance Committee Meetings, especially during budget season.
- 10 Follows and enforces the guidelines of Mass General Laws.